EXPENSE WORKSHEET

Please use this expense worksheet to estimate the coming year’s costs and in-kind donations. **Each project included in your renewal application must be accompanied by a separate Expense Worksheet.** Items may be grouped together (e.g. “painting supplies” as opposed to: paint and brushes, etc., as separate items).

**Project/Event/Activity**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
|  | **Budget Item Description** | **Estimated cost** | **Will seek in-kind donations (goods and/or services) to cover cost** |
| **Personnel**  (Contracting for professional services, participant stipends, etc.) |  |  | Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No  Yes / No |
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| **Supplies & Materials**  (Painting supplies, wood, etc.—the materials needed to complete the project.) |  |  |  |
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| **Outreach & Publicity**  (Flyers, brochures, mailings, etc.) |  |  |  |
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| **Event Related Expenses**  (Renting table/chairs, food, paper cups, etc.) |  |  |  |
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|  |  |  |
| **Permitting & Fees**  (Reserving park space, noise variances, street closures, etc.) |  |  |  |
|  |  |  |
|  |  |  |
| **Other** |  |  |  |
|  |  |  |
| **Subtotal** |  |  |  |
| **Administration\***  (Fiscal sponsorship fee, insurance, etc.) |  |  |  |
| **TOTAL** |  |  |  |

\*SE Uplift charges a 7.5% administrative fee to serve as fiscal sponsor for all projects not led by neighborhood associations. Please budget accordingly.